

From: [Coltrain, Katrina](#)
To: [Johnson, WilliamG2 \(Billy\)](#)
Subject: RE: EA Contract 2018 Annual CPARS Reports Due 20 Jan 2019
Date: Thursday, December 6, 2018 10:46:00 AM
Attachments: [RACII EA Wilcox RI 128-CY13 CPARS 2018 Evaluation 12-4-18.doc](#)
[RACII EA Wilcox RD 311-CY13 CPARS 2018 Evaluation 12-4-18.doc](#)

Billy, please find attached the FY13 CPARs for Wilcox RI/FS and RD. The hard copies will be routed on Monday December 10, 2018, when I am back in the office.

Katrina Higgins-Coltrain
Remedial Project Manager
US EPA Region 6
LA/OK/NM Section (6SF-RL)
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From: Johnson, WilliamG2 (Billy)

Sent: Tuesday, December 04, 2018 9:30 AM

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Subject: EA Contract 2018 Annual CPARS Reports Due 20 Jan 2019

Importance: High

Good Morning RPM Team,

BLUF: The annual CPARS are due **NLT 20 Jan 2019**.

DISCUSSION: It's CPARS time again! This annual report is for the Year 13 contractor performance evaluation for our RACs 2 contractor EA Engineering, Science & Technology, Inc.. The contract requires that work be evaluated every 12 months and the thirteenth rating period reports are due. The rating period for your report will be: **November 21, 2017 through November 20, 2018**.

The following task orders require evaluations:

007, 010, 013, 046, 057, 064, 065, 066, 070, 073, 074, 082, 085, 091, 092, 094, 100, 102, 103, 104, 114, 115, 116, 120, 121, 128, 129, 134, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 150, 153, 154, 155, 156, 271, 285, 291, 294, 296, 297, 298, 300, 301, 302, 305, 309, 311, 312, 317.

A full listing of these Task Orders with TO Number, Site Name, Type of TO, and TOM Name is attached.

RECOMMENDATION: Review the attached list and complete the annual CPAR report for

each task order you are assigned for contract EP-W-06-004 EA Science & Technology, Inc.
NLT COB 20 January 2018.

- Attachments: 1. 2018 CPARS List of Task Orders for Review
2. EA CPARS Evaluation Template
3. Rating Instructions
4. Rating criteria guidelines
5. Adjectival Rating to Numeric Crosswalk

BACKGROUND: We use the Contractor Performance Appraisal System (CPARS) for the annual performance rating which uses color coded adjectival ratings instead of the old numerical 0 - 5 ratings. In order to assist you in this transition I've attached rating criteria guidelines below as well as a crosswalk chart that compares the old numerical ratings with the new adjectival ratings.

The thirteenth rating period, which ended on November 20, 2018, evaluates work performed during the entire preceding twelve months (November 21, 2017 through November 20, 2018). Some of the task orders are closed or have been closed for a while. However, these are required to have final evaluations, so please complete evaluations for those tasks that closed out during the period.

The CPARS system requires a narrative to support the adjectival rating. The evaluations are combined into a contract level report that the contracting officer enters into the CPARS computer system. The contractor is then allowed to review and add any comments or rebuttals to the report. There are four criteria (Quality of Product or Service, Cost Control, Timeliness of Performance, and Business Relations).

It is important for you to reference and utilize your Monthly Task Order Evaluations as guides in completing your End of Year Task Order Evaluations and provide substantive narrative for each of the four criteria to support your ratings.

Please complete the CPARS Evaluation making sure to substantiate your scores with examples or supporting text/documentation and have your team leader or supervisor sign/initial the evaluation. For Region 8 that have Buy-In Task Orders on the contract that are being rated, please submit your forms to your respective regional Project Officer for their rating and submission to me for compilation into the single CY13 CPARS Evaluation.

Please feel free to contact me with questions.

Best Regards,

Billy

//Signed//

William G. Johnson Jr.

Environmental Protection Specialist

U.S. EPA - Region 6

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